

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Boy & Girl Hm And Family (60398003)
On-Site Review Dates: April 18-20, 2017

Program Year: 2017
Month of Review: March
Lead Reviewer: Deann Murphy
Org Representative(s): Tammy Sitzmann

Site - Level Findings: Boys & Girls Hm & Family Crossroads,Ward,Brick, (8603)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
300 - Meal Counting and Claiming - Breakfast	V-0300	The POS system is currently set up so that teachers at the end of the line enter if the student ate all, 3/4, 1/2, 1/4 or none of their meal. Currently, in order to have a reimbursable meal, the system must show that the student ate all or 3/4 of the meal. On the day of review some students passed by the POS with a fully reimbursable meal and the teacher marked the POS as 1/2 (not reimbursable.) Other students passed by the POS with a non-reimbursable meal, i.e. no fruit, less than 3 full items/components on their tray, etc. and the teacher marked the POS as 3/4 of a meal (reimbursable.) The system seems to be confusing to the staff as the student only needs to take 3 items at breakfast or 3 components at lunch and he/she is not required to eat any of it in order to claim the meal as reimbursable. Many students walked by the POS before the meal was recorded into the computer or the teacher finished entering meal percentages before students had gone through the line. The current system seems to be giving an inaccurate meal count.	The SFA will explain how they intend to change their system so that an accurate meal count is made of reimbursable meals.	
400 - Meal Components and Quantities - Breakfast	V-0400	On most days, the food production records show that only 1/2 cup fruit is being offered to students at breakfast. One cup fruit is required to be offered each day at breakfast for all grade groups even though students only need to take 1/2 cup.	The SFA will submit 1 week of breakfast menus and food production records showing that a full cup of fruit is offered to all grades at breakfast.	
400 - Meal Components and Quantities - Lunch	V-0400	Based on the menu, food production records and supporting CN/PFS documentation, the SFA did not provide adequate M/MA for 9-12 graders on 2 days during the review week. They also did not provide adequate grains to the 9-12 graders on 1 day during the review week and not all grains	The SFA will submit one week of lunch menus with completed food production records and supporting CN labels/PFS statement showing that 9-12 graders are being offered at least 2 oz. eq. Meat/Meat Alternate daily and at least 2 oz. eq. grains daily. The documentation needs to show that all grains served	

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		served were whole-grain rich.	are whole-grain rich.	
1700 - Afterschool Snack	V-1700	Students are allowed an option of taking all or part of the After school snack (OVS) which is not allowed. Teachers entered into the POS that students who only took 1 component of the snack had a fully reimbursable snack (ate all or 3/4 of snack.) During the on-site review, the reviewer noted only 7 students took the full 2 components, but the POS report states that 15 students took a reimbursable snack. No internal monitoring has been done by staff to ensure program counting/claiming is being done correctly or that the program requirements are being followed. Monitoring needs to be done 2 times annually.	1). The SFA will state how they intend to only count/claim snacks that are reimbursable (2 components taken.) 2). The SFA will complete monitoring of the after school snack program one time and submit documentation showing that this was done. The SFA should use the monitoring form found in the After School Snack handbook.	

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
700 - Resource Management	V-0700	The SFA does not currently have a Code of Conduct or a Procurement Plan.	The SFA will submit their written Code of Conduct and 2017-18 Procurement Plan to the State Agency for review.	
800 - Civil Rights	V-0800	Almond milk is provided to 2 students per Doctor's orders, but neither of these students have a disability. Also, the almond milk is poured into an 8 oz cup so less than an 8 oz serving is given.	The SFA will submit a label of the appropriate milk substitute they will provide students who do not have a disability. Also, the SFA will state how they intend to provide the full 8 oz portion milk substitute to students who need it.	
1000 - Local School Wellness Policy	V-1000	The SFA has not assessed their wellness policy goals or made that assessment public.	The SFA will assess the goals of their Local Wellness Policy and submit the assessment to the State Agency. The SFA will also state how they intend to make this assessment public.	
1200 - Professional Standards	V-1200	Neither the nutrition nor the non-nutrition staff have received adequate Professional Standards training this year. Full time (over 20 hours/week) nutrition staff need at least 6 hours Professional Standards training annually (July 1-June 30). Non-nutrition staff who work <20 hours weekly with the NSLP/SBP need 4 hours annually. At least one hour of this needs to be for Child Nutrition Civil Rights training each year. Completed training is not being tracked by someone in the SFA.	1). The SFA will state how they intend to ensure that all staff meets their Professional Standards training before June 30, 2017. 2). The SFA will submit their completed tracking form listing all nutrition and non-nutrition staff who participate in the NSLP/SBP and the training that they have done so far this year.	

Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	203 Describe the SFA's verification process (including SFA's verification for cause process).	Based on the 2016 verification non-response rate, the SFA will need to use Standard Verification, i.e. error prone applications, for SY2017/18.

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200 - Verification	206 When a confirmation review was conducted,	All applications that undergo verification must have a second confirmation review with the confirming official signing that the review was completed. The person who serves as the confirming official needs to meet the 4 hours Professional Standards training annually.
700 - Resource Management		Much TA was provided both in writing and verbally on procurement. Discussed the Code of Conduct, the Procurement plan, the differences between micro-purchases, small purchases (3 bids and a buy) and formal purchases, sending out bid specifications with debarment statements and contract management.
800 - Civil Rights	805 How are students with special dietary needs accommodated?	The FSD was e-mailed the current State Agency Diet Modification form and a list of appropriate milk substitutes. If the SFA needs to change the meal pattern due to a student's special dietary need, an appropriate healthcare provider needs to sign the Diet Modification form stating that the diet change is due to a disability. If there is a disability noted, the SFA should comply with the meal pattern change to the best of their ability. If it is not a disability, the meal pattern must be followed or the meal is not reimbursable. Milk substitutions must be nutritionally equal to cow's milk.
1000 - Local School Wellness Policy	1007 For each Off-Site Assessment Tool question (Questions 1000-1006), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	The IASB Local Wellness Policy sample template was e-mailed to the SFA. Recommend updating the SFAs Wellness policy to make their goals for Nutrition Education and Promotion, Physical Activity, and Other school based wellness activities very clear. Also, discussed with the SFA who needs to be invited to their Wellness committee. An assessment form template was given to the SFA to assess their wellness policy goals.
1200 - Professional Standards	1219 a. Please describe the frequency (i.e. annually, quarterly, monthly etc.) in which training hours are being tracked. i.e. entered into a tracking mechanism.	Tracking forms were emailed to the Authorized Rep and the FSD. One person in the SFA needs to track training required for all staff involved in the NSLP/SBP throughout the year.
1600 - School Breakfast and SFSP Outreach	1602 For each question on the Off-Site Assessment Tool (Questions 1600-1601), do the responses provided demonstrate compliance with FNS requirements? If NO, explain.	The Summer Meet-up flier was e-mailed to the SFA to put into take home information for students who are leaving the program.
Resource Mgt Comprehensive Review	9 Did the recorded expenses represent an activity or function recognized as reasonable and necessary for the operations of the programs?	Both the FSD and the Accounts Payable clerk need to check invoices for food items, i.e. coffee, creamer, etc. that are not used for Child Nutrition Programs and pay for them from another account. If a food or beverage is not being used for students or part of non-program revenue it should not be charged to the nutrition account.

Site - Level Technical Assistance Boys & Girls Hm & Family Crossroads,Ward,Brick, (8603)

Area	Question	Comments
400 - Meal Components and Quantities - Lunch	410 a. Do planned menu quantities meet meal pattern requirements for the review period?	Food Production Records should accurately show how much is being served to each age group. FSD should work to streamline paperwork so that staff follow food production records and fill in numbers served/left over at the end of meal service daily. Also, recommend the SFA apply for an exemption for following the meal pattern so that all age groups are allowed to eat 9-12 grade portions to decrease behavior issues.
500 - Offer versus Serve	502 Is there signage explaining what constitutes a reimbursable meal to students including the requirement to select at least 1/2 cup fruit or vegetable? If NO, explain and list the technical assistance provided.	Breakfast signage was e-mailed to the FSD to help make it more clear to students and staff how each menu item served is counted towards reimbursement. Similar signage is recommended at lunch to help everyone understand how many components are needed to make a reimbursable meal.

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1400 - Food Safety	1404 Is the most recent food safety inspection report posted in a publicly visible location? If NO, explain.	The latest food inspection needs to be posted in a public place, i.e. not in the kitchen.
1400 - Food Safety	1409 a. Did any review of products indicate violations of the Buy American provision in 7 CFR 210.21(d) either during review of products on-site at reviewed schools or at off-site storage facilities as applicable? If yes, proceed to b, if no proceed to next question.	All foods purchased with school nutrition dollars must meet the Buy American clause and be produced/processed in America with the exception of pineapple, mandarin oranges and bananas. Peaches were found in the storeroom from Thailand. Unopened cases should be returned to the supplier for credit. When checking in all products from vendors, please check that it is American made/processed.
1700 - Afterschool Snack	1700 Were any areas identified requiring technical assistance or corrective action? If YES, explain.	The SFA was given a copy of the After School Snack Handbook. Forms and program requirements were explained to the FSD.

Org - Level Commendations

Description
Fiscal action is less than the USDA disallow so no claim adjustment will be needed.
The correct number of income applications were verified. A follow-up was done correctly when the household did not respond to the verification request. The entire verification process was completed in a timely manner. The determining official took verification training.
The determining official does a good job in completing and organizing income applications and intake records for students. E-lookup is regularly utilized to determine which students are directly certified. Eligibility is extended to all students in the household.
The FSD utilizes her USDA Foods dollars well. During SY2015-16, the SFA used 161% of the USDA Foods dollars that they were allotted. The FSD also uses the Food Pantry for inexpensive food to serve students.
The SFA provides students with wholesome snacks. They do not have a la carte or vending and they limit sugary foods/snacks.

Site - Level Commendations Boys & Girls Hm & Family Crossroads,Ward,Brick, (8603)

Description
A flavor station is available to students to add non-sodium seasonings to their food to help improve taste.
All students are provided a free meal regardless of their ability to pay or their pay status. The RCCI covers the costs over and above revenue generated from federal and state reimbursement.
The And Justice for All poster is hung in a public place. Civil Rights training has been given to all nutrition staff. The non-discrimination statement is on the posted menu. No discrimination was noted during the meal service.
The kitchen staff keep close track of the calories, saturated fat and sodium levels so that students get the maximum number of calories for each grade group each day. They have already started implementing the new sodium requirements into their menus.
The SFA has a written Food Safety plan that includes required elements. They have had 2 Health Inspections this school year. Temperature logs are maintained for all freezers, refrigerators, food served, storeroom and dishwasher. The kitchen and storage areas were orderly and clean.